**Directions and Template for an APR Action Plan should cover:**

Based on what you have learned and discussed as part of your Academic Program Review process, your APR Action Plan should cover concrete steps that you and your faculty, along with the Dean and Provost determine are appropriate:

* + 3-5 specific objectives you plan to accomplish,
  + Critical activities needed to meet these objectives, including who in the unit (or outside) is responsible for leading activity, including the timeline for activity implementation,
  + For each critical activity, include specific benchmarks to be achieved at given times,
  + What ‘deliverables’ will show progress is being made in the short term (over the next year) and long term (five-years)
  + When do you plan to assess the effectiveness of the deliverable? (e.g., in a Monitoring Report, next APR cycle, in an annual assessment process?),
  + Write a brief narrative that provides an explanation for the selected objectives and how benchmarks will indicate progress on the objectives.

Filling in the form below offers a simple way to describe this action plan.

* Note that you must include objectives and activities that draw on the questions you have been considering around student learning, resource use, and the future sizing of your programs.
* If you offer both undergraduate and graduate programs, please complete a separate form for undergraduate programs and one for graduate programs.

Submit completed template(s) and narrative to the Co-directors of Academic Program Review David Ensminger [densmin@luc.edu](mailto:densmin@luc.edu), and Rachel Shefner, [rshefne@luc.edu](mailto:rshefne@luc.edu), please also CC the Academic Program Coordinator Rachel Penn ([rpenn@luc.edu](mailto:rpenn@luc.edu)).

* Your action plan will be sent to the Provost, for approval.
* Your action will be sent to the CAS Dean, and the Graduate School if appropriate.
* With the Provost’s approval, and approval of CAS Dean, and the Graduate School if appropriate, you will begin to implement the action plan and provide annual monitoring reports.

**Template APR Action Plan**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Address all below** | **Specific objectives** | **Critical activities** | | **Specific benchmarks** | | | **Next assessment of progress**  In what format, When, To whom? |
| Include 3-5 with at least one objective from each of 3 ‘buckets’ of questions in APR self-study | Enough detail to help understand resource needs at dept/ school/ university-level | Who | Baseline - now | When – short/1-2yr | When – long/5-yr |
| Student learning and success (requires at least one objective) |  |  |  |  |  |  |  |
| Resource effectiveness  (requires at least one objective) |  |  |  |  |  |  |  |
| Size/type of programs.  (requires at least one objective) |  |  |  |  |  |  |  |
| Other priorities? |  |  |  |  |  |  |  |

Action Plan Narrative: